**Khalil Ibrahim El Rayess                         Contact Information:**

                                           **Address**: Beirut-Lebanon/Abuja Nigeria

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                                                 **Mobile No**: +234 812 86 000 26

**Personal information**

**Nationality**:      Lebanese

**Date of Birth**:   31 December 1980

**Gender**:             Male

**Marital status**: Married

**Career Summary**

As a Human Resources and Administrative  Professional I support the daily management of office operations, administers various human resources programs, and arranges conferences and handles inquiries regarding Employment, University benefits, processes benefits related forms and notifications, processes new enrollees and/or changes in benefits and verifies employee benefit coverage; provides assistance and coordination for various human resources functions, including recruiting, employment, training, unemployment and worker's compensation.

**Objectives**

Obtain a position that will enable use strong Administration and HR background, interpersonal skills and managerial abilities for achieving the company’s goals in the best possible way.

**Professional Experience**

**Senior HR & Administrative Officer (Nov 2014- To date)**

**Jubaili Agrotec Ltd Abuja Nigeria:**

* Screen applicants for basic compliance with position qualifications.
* Obtain and validate all certificates/degrees of the selected candidates and carry out reference checks.
* Conduct the first round job interviews with candidates and provide feedback to Recruitment Manager.
* Forward collected CVs to the concerned departmental heads for evaluation and interviews.
* Determine the salary of new candidates as per company’s pay scale.
* Prepare employments offers and contracts for selected candidates.
* Ensure all vacancies are filled with the suitable candidates within the targeted time.
* Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements.
* Establish and maintain files and employment records on an ongoing basis.
* Maintain an active and organized data bank of applicants for various positions.
* Communicate job vacancies and their relative requirements with employees.
* Develop and maintain relationships with local recruitment agencies.
* Advise on pay and other remuneration issues, including promotion and benefits.
* Administer payroll and maintain employee records.
* Provide advice and information to management and employees on human resource policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety programs.
* Handle employees’ travels and tickets’ issuance.

**HR Assistant Manager (June 2013- Nov 2014)**

**FDC Beirut Lebanon:**

* Process human resources and payroll forms, appointments, leaves, enter information into human resources payroll systems
* Assist employees with the completion of employment and human resources forms, Ensure that forms are processed in accordance with payroll deadlines
* Answer general human resources and payroll inquiries
* Review policies and assist staff, and retirees with questions concerning human resources programs and/or processes
* Submit or process insurance/benefits claims
* Assist with various ongoing human resources-related projects
* Generate and review reports; update data/information and track changes
* Perform general office support; file appropriate documentation and maintain files
* Respond to requests for information from insurance companies, hospitals, Banks
* Issue letters on weekly basis ex: Visa letters, Salary Certificates
* Inform employees concerning issued warnings, termination and retirements

**Administrative and HR Assistant (May 09 –Jan 12)**

**PineHill Arabia, Riyadh-Ksa**

* Monitor unemployment claims by reviewing claims.
* Maintains human resources records by recording new hires, transfers, terminations, and change in job classification.
* Orients new employees by providing orientation information packets, reviewing company policies.
* Complete human resources documents by forms, logs and reports.
* Completing daily and weekly report, as required
* Create and modify documents by using Microsoft office.
* Provides payroll information by collecting time and attendance records.
* Provides assistance by entering and printing organization work, answering phone calls, maintaining equipments and supplies.
* Assisting with the day to day efficient operation of the HR office.
* Maintaining employee files and the HR filing system.
* Assisting with the employee relations.

**Administrative Operation Coordinator (Oct 06- Apr 09)**

**Digital mate, Dubai- UAE**

* Responsible for all phases of the operations
* Monitor, control and manage Marketing operations to meet customer expectations and company goals
* Act in the absence of the Operation Manager and supervise operations and projects on spots
* Preparing quotations and invoices
* Provide a clear line of communication between agency and clients
* Provide direction and guidance to internal teams to achieve performance targets
* Identify problems in operations process and resolve them in quickly and timely manner
* Maintain clear and accurate operations documents/procedures for reference purposes
* Follow up the clients and control work quality
* Assist in the overall daily operation of the group, ensuring smooth and efficient workflow

**Doculand Copy Center (March 02 -17April 04)**

**Branch supervisor, Beirut-Lebanon**

* In charge of the whole day-to-day operations including printing, photocopying, and special projects for students and business.

**Education**

2000-2005               American University College of Science and Technology

                                BS in Communication Arts Advertising

1997-2000               Young Women Christian Association (YWCA) Official Baccalaureate Technique in Advertising

**Computer Literacy**

Excel, Word, Power Point, Outlook

Adobe Photoshop -Adobe Illustrator – CorelDraw

**Languages**

Fluency in written and spoken English and Arabic

**Interests and Hobbies**

Sports                                 Painting

**References**

Available upon request